

**DISABLED AND CARERS INFORMATION CENTRE ASSOCIATION**

 **MEMBERSHIP FORM**

Membership of the organisation is open to all people over 16 years of age. You can become a member by completing the application form and lodging it with the Centre. Your application will be considered by the Trustees at the first Board meeting after your application is received and you will be notified of the outcome of your application.

There is no longer a fee to become a member but you will have a maximum liability of one-pound sterling if the organisation has to be wound up. This is also the case if you are an organisational member. This is because (DCICA) is a company limited by Guarantee (see Articles of Association). Donations to the organisation are welcome at any time.

Your membership will continue on the basis that it is life long and will only end if you request to have your membership closed by contacting the organisation in writing.

To register you as a member of the Association, Dundee Carers Centre needs to hold a copy of your personal data to meet our obligations under law (Companies Act 2006).

Your personal data will be held on our membership register for 10 years after your membership ends. All data on this register is available upon request under Section 114 of the Companies Act 2006.

*Please tick the appropriate box*

I WISH to become a member

I enclose £\_\_\_\_\_\_\_\_ as a donation

***Cheques should be made payable to: Dundee Carers Centre***

Name (Please print) ……………………………………………………………………………………

Address (Please print) ………………………………………………………………………………..

…………………………………………………………………………………………………………………….

Post Code ……………………………….. Telephone ………………………………………………..

Email address ………………………………………………………………………………………………

Signature ………………………………………………………. Date …………………………………

**Please return the completed form to:**

***Dundee Carers Centre, Seagate House, 132-134 Seagate, Dundee, DD1 2HB***

**Frequently asked Questions:-**

**Being a member of Dundee Carers Centre**

It is important to us that everyone who is involved with the Dundee Carers Centre has an opportunity to have their voice heard and a say in what is important to them and how they would like to see the Carers Centre operate, develop and grow.

**What does membership mean and what are the benefits**

Most charitable organisations have a structure which is made up of members and Trustees. Membership is a key part of the Centre’s governance and ensures that the organisation is going in the right direction and is sound financially. The benefits of being a member means you can support the Board of Trustees and have important opportunities to directly influence how the organisation is run. You will have voting rights on major matters raised at the Annual General Meeting (or any Extraordinary General Meeting). AGM’s are a requirement where the Convenor of the Board reports on the activities of the organisation over the year, where there is consideration of the annual accounts and the election/re-election of Trustees. An example of this recently was the voting by members to amend our governing document to allow the AGM to be held online because of the pandemic. There are others matters that members may wish to consider which would mean having more say in how the organisation works and develops.

**Can anyone become a member?**

Membership of the organisation is open to all people over 16. It does not automatically follow on from using services but is a separate process of applying and being signed up as a member. Our governing document (Articles of Association) is available to see on our website which outlines the legal requirements around membership. As part of your contract with the Centre, you will get information on what membership is all about and we hope that you might then feel interested in becoming a member. Trustees are required to be members and volunteers can also be members. Staff are not able to become members.

**Is there an age limit?**

The lower age limit is 16 but we are looking at whether younger people might like to have their own membership.

**Do I have to pay to be a member?**

There is no subscription fee for membership but there is a £1 (one-pound sterling) liability payment should the organisation ever be wound up. Donations to the organisation are welcome at any time.

**How can I become a member?**

You can become a member by completing the application form and lodging it with the Centre. Your application will be considered by the Trustees at the first Board meeting after your application is received. You will be advised within a reasonable time of their decision on your application. The Trustees may, at their discretion, refuse an application or expel someone from membership, and the applicant would be advised of the reasons. Refusal/expulsion of membership would be unusual and would generally be on the basis that the person is not acting in the best interests or doing something which would be harmful to the organisation.

**Are there any plans to expand the role of members?**

We will consult with members on how they see the role expanding, for instance for younger people. We might also want to consider whether we should offer membership to other organisations who are closely linked to the Centre and its work.

**How long does membership last?**

Membership is on the basis that it is life long or will end if people choose to end their membership in any one year. This can be done by putting your request in writing to Dundee Carers Centre. It is not possible to transfer membership to anyone else.